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23 May 1984

MEMORA	ANDUM FOR:	Deputy Direc	tor for Ad	lministrati	ion	
FROM:		Daniel C. Ki Director of				
SUBJE	CT:	Report of Si Period Endin			Activitie	s for
1.	Progress R	eport on Task	s Assigned	l by the DO	CI/DDCI:	
	No tasks a	ssigned durin	g this rep	orting per	riod.	
2.	Items or E During the	vents of Majo Preceding We	or Interest	: that have	e Occurred	
the o entit broad Headq for t sugge	utlying bui led, "Headq range of t uarters bui he purpose stions were b. Plante	rs at the Healdings, the fuarters Logis opics which alding, are in of establishing requested from the Barricades:	irst of a stics Notes affect employed to ing policy. om recipies	series of s." They work to the information of the comments.  The comments of t	notes will cover king at th al, and ar s and cades were	a e e not
place on 18	d at the So	uthwest Entra	ince to the	Headquar	ters build	ing
Servi While	ng for the ces Adminis formal not	ilding Project powerhouse most tration on 22 ification of contract pri	odification 2 May. Two a winner h	ns was heldeled elve bids was not be	d at Gener were recei en made, i	ved.
Maint assis Facil lots. insta reloc restr	y, and Satu enance Sect tance from ities Branc To accomp lled, 48 ne ated or rem iped. On S	iguration of rday, 17 through the control of the co	ough 19 May cs Services the Space figured the onfiguration mounted, 9 spaces in	y, the Car s Division Maintenan e Headquar on, 50 new 96 existin West Lot	rier , OL, with ce and ters parki signposts g signs we were	.ng were

C O N F I D E N T I A L

f. Copier Activities: The Printing and Photography Division, OL, Copier Management Program (CMP) is reviewing refital equipment for possible eligibility for conversion to purchase. Factors being considered are accruals, warranties, machine reliability, service records and response, and anticipated life versus payback period. CMP activity has increased 27 percent as of this reporting period in comparison to all FY 1983.  h. Safe Disposal: Twenty excess Remington Rand safes were turned over to the State of South Dakota at the direction of the General Services Administration. Total value - \$30,560.  i. Depot Repaving: Major work was resumed on the repaving of the Depot drive by the contractor, who hopes to	Twelve individuals representing OL, OF and ODP are conduct readiness review of draft documentation Booz-Allen & Hamil (BAH) has prepared for use at the Critical Design Review (CDR). The purpose of this review is to provide BAH with candid assessment of their work and to assist the LIMS promanager in making his decision as to BAH's readiness to conthe CDR. The CDR is currently scheduled to begin on 11 July 1984.  On 21 May, the BAH project manager conducted a briefing on how the approvals process was to be designed in LIMS. OL, OF, OIG and ODP representatives were present, approach to be taken was well received and BAH will now provide the design of the complex process.  f. Copier Activities: The Printing and Photography Division, OL, Copier Management Program (CMP) is reviewing reftal equipment for possible eligibility for conversion to purchase. Factors being considered are accruals, warrantim machine reliability, service records and response, and anticipated life versus payback period. CMP activity has increased 27 percent as of this reporting period in compart to all FY 1983.  X1  h. Safe Disposal: Twenty excess Remington Rand safe were turned over to the State of South Dakota at the direct of the General Services Administration. Total value - \$30  i. Depot Repaving: Major work was resumed on the repaving of the Depot drive by the contractor, who hopes to the services and the contractor of the period of the period of the contractor of the period	
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## CONFIDENTIAL

SUBJECT: Report of Significant Logistics Activities for the Period Ending 23 May 1984

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k. Ames, Key, Chamber of Commerce Parking Access
Control: On 18 May 1984, representatives of Charles E. Smith
(CES) Management Company and Real Estate and Construction
Division (RECD), OL, met to discuss the leasing of the parking
garage at 1200 Wilson Boulevard (Key Building). Based on a
market survey conducted by CES, a price of \$78.00 per parking
space per month was quoted as the going rate in the Rosslyn,
Virginia area. However, this figure did not correspond with
RECD's independent market survey of \$70.00. Currently both
parties are looking at the lease terms and conditions.

3. Significant Events Anticipated During the Coming Week:

There will be an OL Staff meeting, followed by a Logistics Career Board meeting, to be held on 25 May at the Depot. The career board will be considering the initiative on a Logistics Internship Program.

Daniel C. King

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